



BRP WM 02 Amendments to Existing Withdrawal Permits

Instructions and Supporting Materials

Table of Contents

- introduction
- permit fact sheet
- completeness checklist
- DEP addresses and phone numbers

Introduction

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Watershed Management – Water Management Program
BRP WM 02 Amendments to Existing Withdrawal Permits
Permit Fact Sheet

1. What is the purpose of this permit?

DEP reviews requests for amendments of existing Water Management permits authorizing the withdrawal of water in excess of 100,000 gallons per day (gpd) to ensure that the withdrawals do not endanger water resources or permitted and registered withdrawers.

Statutory and regulatory authority for this permit can be found at MGL Chapter 21G and at 310 CMR 36.35.

Note: This permit is now administered by the Office of Watershed Management, not the Division of Water Supply. As a result, the permit code number has changed, effective November 30, 1994, but all other aspects of these permits remain the same. BRP WM 02 was formerly BRP WS 02.

2. Who must apply?

Any person holding a Water Management permit must apply for an amendment if they wish to modify their permit by:

- a. decreasing permit volumes,
- b. changing the location of a withdrawal point(s),
- c. adding a withdrawal point(s),
- d. changing the use of the water,
- e. changing a permit condition(s),
- f. changing the location of discharge point(s) or,
- g. otherwise amending a withdrawal permit.

Requests for increases in permit volumes are not permit amendments and require the filing of a permit application.

3. What other requirements should be considered when applying for this permit?

Amendments which include the addition of a withdrawal point may trigger a MEPA filing and, for public water suppliers, will require a New Source Approval. A request for a change of discharge point(s) may involve amendment of an NPDES permit (if applicable). Interbasin Transfer Act approval from the Water Resources Commission is required when water is withdrawn and discharged across river basin boundaries. If these apply then the request for amendment should be filed at the same time, or after these other approvals have been obtained.

Note: Permits of this type may require MEPA review. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs (100 Cambridge Street, Boston, MA 02202; 617-727- 5830). *DEP cannot complete technical review of the permit application until the MEPA process has been concluded.* Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office.

Note: These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include **all** additional requirements.



Permit Fact Sheet

4. What is the application fee?

The application fee is \$1,580.

5. What is the Primary Permit Location?

Primary Permit Location:
**Department of Environmental Protection
Water Management Program
One Winter Street
Boston, MA 02108**

What is the Reserve Copy Location?

Reserve Copy Location:
None Required.

6. What are the timelines?

As of July 1, 1992 the timelines are:

	AC	T1	T2*
BRP WM 02	30	45	45

*(A second technical review will only be conducted if necessary).

There is no public comment review period for this permit.

7. What is the annual compliance fee?

Current annual compliance fees can be found on the DEP Website at www.mass.gov/dep/files/permits/fees.htm. If you fail to pay the annual compliance fee your permit could be suspended or revoked.

8. How long is this permit in effect?

Permits are valid for up to 20 years, depending upon the date of issuance and the river basin where the withdrawal takes place.

9. How can I avoid the most common mistakes made in applying for this permit?

- Answer all questions on the application or indicate "not applicable" where appropriate.
- Clearly and fully describe the amendment being sought and the reasons for the request.
- Submit fee and one copy of the DEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Watershed Management – Water Management Program

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Application Completeness Checklist

All forms and instructions listed below are available from the Office of Watershed Management (617-292-5770). Form A is required of all applicants. Depending on the type of amendment sought, applicants may need to complete some or all of the other forms listed below.

- ☐ Form A, General Information.
- ☐ Form B, for each groundwater withdrawal.
- ☐ Form C, for each surface water withdrawal.
- ☐ Form D1, for withdrawals in operation before the initial filing date in a river basin.
- ☐ Form D2, 5-year monthly projections for **each** withdrawal point in the application and for total volume.
- ☐ **Cranberry Growers** should complete Form D1 and D2 for cranberry cultivation. These forms are based on acreage in production instead of metered water withdrawals.
- ☐ Form D3, annual projections for the remainder of the permit period for each withdrawal point in the application and for total volume.
- ☐ Submit an Environmental Notification Form to MEPA for physically new withdrawal points with a capacity of 100,000 gpd within 10 days of applying for the permit amendment and send a copy to DEP.
- ☐ Form H, Groundwater Hydraulic Analysis for new groundwater withdrawal points.

To submit the application package:

- ☐ Checklist items have been completed.
- ☐ The DEP Transmittal Form is properly completed.
- ☐ Send a copy of the application along with one copy of the DEP Transmittal Form to:

Department of Environmental Protection
Water Management Program
One Winter Street
Boston, MA 02108

- ☐ Send fee of \$1,580 in the form of a check or money order made payable to *Commonwealth of Massachusetts* along with one copy of the DEP Transmittal Form to:

Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211



Massachusetts Department of Environmental Protection

Addresses and Phone Numbers

DEP Boston
One Winter Street
Boston, MA 02108
Telephone: (617) 292-5500
Fax: (617) 556-1049
TDD: (617) 574-6868

William X. Wall Experiment Station
37 Shattuck Street
Lawrence, MA 01843
Fax: (978) 688-0352
Division of Environmental Analysis
Telephone: (978) 682-5237
Air Quality Surveillance
Telephone: (978) 975-1138

Office of Watershed
Management
627 Main Street
Worcester, MA 01608
Telephone: (508) 792-7470
Fax: (508) 839-3469

Millbury Training Center
Route 20 Millbury, MA 01527
Telephone: (508) 368-5600
Fax: (508) 755-9253
Residuals Sludge Management
Telephone: (508) 368-5606
WWT Operator Certification
Telephone: (508) 368-5698

DEP Western Region
436 Dwight Street
Suite 402
Springfield, MA 01103
Phone: (413) 784-1100
Fax: (413) 784-1149



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Agawam
Alford
Amherst
Ashfield
Becket
Belchertown
Bernardston
Blandford
Brimfield
Buckland
Charlemont
Cheshire
Chester
Chesterfield
Chicopee
Clarksburg

Colrain
Conway
Cummington
Dalton
Deerfield
Easthampton
East Longmeadow
Egremont
Erving
Florida
Gill
Goshen
Granby
Granville
Great Barrington
Greenfield
Hadley

Hampden
Hancock
Hatfield
Hawley
Heath
Hinsdale
Holland
Holyoke
Huntington
Lanesborough
Lee
Lenox
Leverett
Leyden
Longmeadow
Ludlow
Middlefield

Monroe
Montague
Monterey
Montgomery
Monson
Mount Washington
New Ashford
New Marlborough
New Salem
North Adams
Northampton
Northfield
Orange
Otis
Palmer
Pelham
Peru

Pittsfield
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Rowe
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Savoy
Sheffield
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Shutesbury
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Washington
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Westfield
Westhampton
West Springfield
West Stockbridge
Whately
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Williamsburg
Williamstown
Windsor
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DEP Central Region
627 Main Street
Worcester, MA 01608
Phone: (508) 792-7650
Fax: (508) 792-7621
TDD: (508) 767-2788



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Southbridge
Spencer
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Stow
Sturbridge
Sutton
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Townsend
Tyngsborough
Upton

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Warren
Webster
Westborough
West Boylston
West Brookfield
Westford
Westminster
Winchendon
Worcester

DEP Southeast Region
20 Riverside Drive
Lakeville, MA 02347
Phone: (508) 946-2700
Fax: (508) 947-6557
TDD: (508) 946-2795



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New Bedford
North Attleborough
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Pembroke
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Plymouth
Plympton

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Sandwich
Scituate
Seekonk
Sharon
Somerset
Stoughton
Swansea
Taunton

Tisbury
Truro
Wareham
Wellfleet
West Bridgewater
Westport
West Tisbury
Whitman
Wrentham
Yarmouth

DEP Northeast Region
1 Winter Street
Boston, MA 02108
Phone: (617) 654-6500
Fax: (617) 556-1049
TDD: (617) 574-6868



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Wenham
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Weston
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Wilmington
Winchester
Winthrop
Woburn



Massachusetts Department of Environmental Protection
Bureau of – Resource Protection – Watershed Management

BRP WM 02

Amendments to Existing Withdrawal Permits Water Management Permit Amendment

Transmittal Number _____

A. General Information

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Permit Number _____		Name of basin where withdrawal is located _____	
Name of permit holder _____		Contact Person _____	
Mailing address _____			
City _____		State _____	Zip _____
Telephone _____			
Is this a public water supply?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, PWS ID# _____		PWS ID# _____	
Is the demand for this withdrawal supplemented by withdrawals from another river basin, or will it be so supplemented in the future?			
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, identify locations and volumes:			

B. Type of Amendment Sought

Fill in the applicable section(s) 1-8 that describe the type of amendment you are seeking.

1. Decrease in volume:

a. Volume requested (average gallons per day) for:

Years 1-5 _____	Years 6-10 _____
Years 11-15 _____	Years 16-20 _____

(subtract registered volume if applicable)

b. Complete Forms D1, D2 and D3 for each withdrawal point in your permit from which withdrawal rates will change, and complete separate D1, D2 and D3 for the new projected total system withdrawal rate.

2. Change or add withdrawal points:

a. Total number of withdrawal points to be included in amended permit:

Groundwater _____	Surface Water _____
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BRP WM 02

Amendments to Existing Withdrawal Permits Water Management Permit Amendment

Transmittal Number _____

B. Type of Amendment Sought (cont.)

b. Town(s) where new withdrawal points are located:

c. Does this application contain physically new withdrawals or construction which require an Environmental Notification Form?

☐ Yes ☐ No If an ENF is required, attach or forward a copy to DEP when it is prepared.

d. Are any of these withdrawal points subject to DEP's new source approval for public water suppliers?

☐ Yes ☐ No If yes, identify which ones and indicate the approved yield of each source:

e. Where is this water discharged? (i.e., sewer system, individual septic systems, stream, etc.)

f. Complete one Form B and one Form H for each new underground point and one Form C for each new surface water point included in this amended application.

g. Complete Forms D2 and D3 for each new withdrawal point and each withdrawal point from which withdrawal rates will change, and complete separate Forms D2 and D3 for the new projected total system withdrawal rate.

3. Change in use:

a. For what purpose will this water be used (in percent):

Agriculture

Cranberry

Commercial

Industrial

Municipal

Golf:

Residential

Unaccounted/Other

b. Where is this water discharged? (i.e., sewer system, individual septic systems, stream, etc.):

c. Is there an NPDES permit? ☐ Yes ☐ No

If yes, permit number: _____



BRP WM 02

Amendments to Existing Withdrawal Permits Water Management Permit Amendment

Transmittal Number _____

B. Type of Amendment Sought (cont.)

Is there a groundwater discharge permit? ☐ Yes ☐ No

If yes, permit number: _____

d. What is the average annual daily discharge volume (in gallons per day)? _____

e. Is the discharge volume metered? ☐ Yes ☐ No

4. Change in days of operation each year:

a. Will this change result in an increase or decrease in the total annual volume of water withdrawn?

☐ Increase ☐ Decrease

b. Current number of days of operation and months of the year: _____

5. Change in discharge point(s):

a. Where is this water discharged? (i.e., sewer system, individual septic systems, stream, etc.)

b. Is there an NPDES permit? ☐ Yes ☐ No

If yes, permit number: _____

Is there a groundwater discharge permit? ☐ Yes ☐ No

If yes, permit number: _____

c. What is the average annual daily discharge volume (in gallons per day)? _____

d. Is the discharge volume metered? ☐ Yes ☐ No

e. Location of future discharge: _____



BRP WM 02

Amendments to Existing Withdrawal Permits Water Management Permit Amendment

Transmittal Number _____

B. Type of Amendment Sought (cont.)

6. Change of permit condition, i.e., conservation requirements, Zone II delineation requirements, or other special conditions of the permit (please describe and use additional sheets if necessary):

7. Other amendment (please describe and use additional sheets if necessary):



BRP WM 02

Amendments to Existing Withdrawal Permits Water Management Permit Amendment

Transmittal Number _____

C. Certification Statement

I certify, under penalty of law, this is application and all attachments were prepared under my supervision, in accordance with a system designed to insure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information submitted in this application, the information submitted is, to the best of my knowledge and belief, true, accurate and complete.

Print Name

Authorized Signature

Position/Title

Date